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REPLY TO  
ATTENTION OF:

**DEPARTMENT OF THE ARMY  
REGIMENTAL NONCOMMISSIONED OFFICER ACADEMY  
FORT GORDON, GEORGIA 30905-5491**



ATZH-LCA

17 July 2006

MEMORANDUM FOR Regimental Noncommissioned Officer Academy (RNCOA)

SUBJECT: Commandant's Policy Letter #27 – SERIOUS INCIDENT REPORT

1. This policy letter applies to all military and civilian personnel assigned or attached to the RNCOA. This policy outlines the guidance for reporting serious incident reports (SIR) within the academy.
2. Examples of items to be reported in a SIR report are any military police reports of an incident on-post, police reports of an incident off-post, stolen equipment, positive urinalysis, student FTR, and all other incidents that are not safety related. Safety incidents will be reported as outlined in RNCOA Policy Letter #21.
3. Each Branch Chief will contact the RNCOA Deputy Commandant within 30 minutes via telephone or in person once a serious incident happens. If the Deputy cannot be contacted the Commandant will be contacted directly.
4. The written INITIAL SIR will be forwarded to the Commandant and Deputy Commandant no later than 1 hour after the incident occurs (Weekend/Holidays included). Branch Chiefs will utilize the report in enclosure one.
5. A FOLLOW-UP/FINAL SIR will be forwarded to the Commandant and Deputy Commandant as the situation changes or is closed out. The report format will be the same as the Initial SIR.

  
JOHN L. MURRAY  
CSM, USA  
Commandant

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**RNCOA/ANCOC  
FORT GORDON, GA 30905**

**MESSAGE REPORTED TO:**\_\_\_\_\_